

Emergency Management

Job Type: Air AGR Vacancy

Job Number: 15-28

Location: Selfridge Air National Guard Base - Harrison, Michigan

Rate: E9/CMSGT

Open Period: March 4, 2015 through **April 2, 2015**

MICHIGAN NATIONAL GUARD

Human Resource Office

3423 Martin Luther King Jr. Blvd.

Lansing, MI 48906-2906

ng.mi.miarng.mbx.jobs-staffing@mail.mil

AIR NATIONAL GUARD

ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 15-28

TOUR LENGTH: INITIAL TOUR FOUR YEARS

CONTINUATION TOUR SIX YEARS

OPENING DATE: 4 MAR 2015

CLOSING DATE: 2 APR 2015

POSITION TITLE: EMERGENCY MANGEMENT

POSITION GRADE: E9/CMSGT

POSITION AFSC: 3E900

ASVAB SCORES: M: A: G: 62 E: IAW AFEC D

LOCATION: 127TH SELFRIDGE ANGB MT CLEMENS MI

WHO CAN APPLY:

AREA 1: ON-BOARD PERMANENT ACTIVE GUARD RESERVE (AGR) OF THE MICHIGAN AIR
NATIONAL GUARD STATUS

MINIMUM GRADE E8/SMSGT

MAXIMUM GRADE E9/CMSGT

AREA 2: OPEN TO ALL CURRENT TRADITIONAL GUARD MEMBERS OF THE MICHIGAN AIR
NATIONAL GUARD

MINIMUM GRADE E8/SMSGT PROMOTABLE

MAXIMUM GRADE E9/CMSGT

AREA 3: OPEN TO THOSE ELIGIBLE FOR ENLISTMENT IN THE MICHIGAN AIR NATIONAL
GUARD AT THE E8/SMSGT PROMOTABLE RANK OR HIGHER

MINIMUM GRADE E8/SMSGT PROMOTABLE

MAXIMUM GRADE E9/CMSGT

(PRIOR MILITARY MEMBERS NEED TO SUBMIT DD 214 OR NGB 22 TO VERIFY ELIGIBILITY

PER ANGI 36-101 ANY APPLICANT SELECTED WHO DOES NOT POSSESS THE AFSC, MUST
SIGN AN AGREEMENT TO RETRAIN

Enlisted Airmen who apply for a position which would cause an overgrade MUST indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen. Acceptance of demotion MUST be in writing and included in the application package.

POSITION INFORMATION

BRIEF DESCRIPTION OF DUTIES:

- Manages and executes the Installation Emergency Management (EM) Program.
- Implements DoD, AF, and national consensus standards and guidance into installation level instructions, plans, guides and checklists.
- Provides hazardous materials (HAZMAT) response capability for unknown or suspect CBRN incidents.
- Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations.
- Provides technical advice to the Emergency Operations Center (EOC) Director.
- May operate a mobile communications center to provide a command and control platform for the Incident Commander.
- Establishes, monitors and maintains an integrated CBRN detection, warning, and reporting system.
- Prepares manual and automated plume models for CBRN events and interprets data for installation leadership.
- Determines contamination levels, identifies contaminated areas and coordinates with Bio-Environmental Engineers to establish proper protective measures.

- Collects and prepares samples and ensures proper transport of samples from suspected CBRN events.
- Advises, directs and supervises EM specialized teams.
- Organizes, schedules, and coordinates all aspects of the Emergency Management Working Group meetings including recording and distributing meeting minutes and tracking action items.
- Participates as an Installation Emergency Management Working Group (EMWG) member.
- Conducts unit and staff agency EM Staff Assistance Visits (SAV) ensuring EM organizing, equipping and training requirements are accomplished and related directives are followed.
- Develops installation SAV checklists to execute the SAV Program.
- Develops installation SAV schedule and conducts an EM SAV on all units annually.
- Provides a written report to unit commanders and briefs the Installation EMWG on findings and trends. Follows up on identified discrepancies to ensure corrective actions meet standards.
- Manages all aspects of the EM Training and Education Program.
- Determines requirements for training, facilities, space, equipment, visual aids and supplies to support training requirements, and monitors the training and education program to ensure effective use of support items.
- Develops and distributes multimedia presentations, lesson plans, educational pamphlets and handouts to support training efforts.
- Coordinates requirements with unit and staff agency training schedulers.
- Instructs indoor and outdoor training using lecture and demonstration-performance methods.
- Prepares and maintains training documentation.
- Performs trend analysis on unit scheduling, attendance and classroom utilization rates.
- Provides statistical data to senior leadership during the EMWG.
- Equips, maintains and manages the installation Emergency Operations Center (EOC) and serves as the EOC Manager and OPR for Emergency Support Function -5, Emergency Management.
- Determines requirements, develops EM budget, executes and monitors expenditures for EM materials and equipment.
- Ensures authorized and required CBRNE protective equipment and clothing, detection devices and monitoring instruments are available, calibrated and in serviceable, operating condition.
- Responsible for obtaining and maintaining communication equipment, global positioning system receivers, weather monitoring systems, computer modeling systems and other response-related equipment.
- Requisitions supplies and equipment for the Readiness and Emergency Management Flight and EM Support Team members.

- Maintains CBRN equipment and training munitions accounts.
- Provides equipment availability and condition status to senior leadership during the EMWG.
- Develops and coordinates EM plans and supporting checklists ensuring planning and response elements are incorporated into a single, integrated program.
- Provides input to or develops EM annexes, appendices, supplements, local support agreements and other documents supporting homeland defense and expeditionary operations.
- Coordinates unit and staff agency support of the Installation EM Program with Unit EM Representatives.
- Performs Quality Assessment Evaluation; reviews Performance Work Statements on non-technical contracts for compliance.
- Acts as the installation liaison to the local emergency planning committee (LEPC). Establishes a working relationship with the LEPC to foster mutual support during disasters, responses and contingencies. Develops and coordinates EM mutual support agreements through the LEPC.
- Conducts individual protection determination, decontamination, warning and reporting activities.

SPECIALTY KNOWLEDGE:

- Knowledge is mandatory of the characteristics and effects of peacetime WMD and wartime conventional and CBRN weapons; detection and identification of CBRN contamination; threat analysis; passive defense measures; principles of contamination control; related technical information, policies, procedures, techniques, and equipment; and EM and contingency planning, training, operations, equipment supply procedures, directives, and policies.
- For entry into this specialty, completion of high school with courses in algebra, biology, physics, chemistry, typing, computer operations, and speech are desirable.
- The following training is mandatory for award of the AFSC indicated:
- 3E991 Qualification in and possession of AFSC 3E971.
- Also, experience directing functions such as EM programs, or evaluating, planning, and organizing EM activities.
- The following are mandatory as indicated:
- For entry, award, and retention of these AFSCs:
- Ability to speak distinctly.
- Normal color vision as defined in AFI 48-123, Medical Examinations and Standards.
- For award and retention of these AFSCs, must maintain an Air Force Network License according to AFI 33-115, Vol 2, Licensing Network Users and Certifying Network Professionals.
- Specialty requires routine access to Secret material or similar environment.
- For award and retention of AFSCs 3E9XX, completion of a current National Agency Check, Local

Agency Checks and Credit (NACLC) according to AFI 31-501, Personnel Security Program Management.

- NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION

HOW TO APPLY: Individuals who meet the Duties, Responsibilities, and Special Information Criteria for this position must submit a complete AGR application package to: ng.mi.miarng.mbx.jobs-staffing@mail.mil

1. DO NOT send application directly to the HRO Office (hand carry, US Post Office, etc). In the event that an applicant is unable to use the email address provided (I.E. rejection email) or is a deployed Airman without accessibility please call 517-481-7708 and you will be provided additional instructions. Applicants must provide documentation in the event that this occurred (I.E. rejection email).

2. *AT A MINIMUM YOUR PACKET SHOULD INCLUDE THE FOLLOWING:

a. COMPLETED NGB FORM 34-1 signed and dated with the job announcement and title. (Do not submit an SF Form 171 or OF 612). Due to personal identifiable information (PII) concerns contained within Air AGR packets, we are requesting that all applications for Air AGR positions omit their home of record and social security number upon submission.

b. Military Personnel Report on Individual Personnel (RIP) from either the vMPF or MilPDS no more than 30 days old.

c. An official fitness score of 75% or higher within 1 year (from the AF portal).

*Applications without all the required supporting documentation will not be considered and will not be returned.

3. Applications must be received by 2359 hours on the closing date of this vacancy announcement. Further information may be obtained by contacting the AGR Personnel Office: MSGT Shane K. Reynolds 517-481-7708, DSN 623-9708. Prior approval required for last minute faxed applications.

NOTES

EEO POLICY: The management of AGRs will be free of discrimination based upon race, color, religion, sex, national origin and age IAW ANGI 36-7, ANG Military Equal Opportunity Program.

ENTRY QUALIFICATION PER ANGI 36-101

1. The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain.
2. Enlisted personnel applying for Officer position must be eligible for commissioning upon selection for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.
3. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards. Airmen with a DD Form 469, Duty Limiting Condition Report reflected at the time of an AGR physical package evaluation, will not be deemed medically qualified. However, accession of a member is possible as long as the member is medically cleared of any Duty Limitation Code (DLC)/medical profile prior to starting an AGR order.
4. Personnel must have retainability to complete the tour of military duty.
5. Applicants are subject to personal interview upon notification of time and place. Necessary travel will be at the applicant's own expense.
6. Pregnant females are eligible to apply for AGR tours. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired.
7. Initial AGR tour orders are probationary. Individuals selected for continuation until retirement and electing Career Status Bonus (CSB) must be extended to the date they will achieve 20 satisfactory active duty years on their AGR orders.
8. Voluntary release from the AGR program prior to completion of tour is contingent upon approval of the Adjutant General of Michigan.